

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1102

TITLE: ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY
(CHIEF MIS ARCHITECT/ENGINEER)

GRADE: E-12

DEFINITION:

Under the administrative direction of the Director of Information Technology, develops strategic and tactical information technology plans, architectures and processes for the County; engineers a comprehensive technological architecture that positions the County for future growth and success; and performs related work as required. Under the administrative direction of the Director of Information Technology, develops strategic and tactical information technology plans, architectures and processes for the County; engineers a comprehensive technological architecture that positions the County for future growth and success; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

None.

ILLUSTRATIVE DUTIES:

Advises senior management on technical issues of information technology (e.g. use of fiber optics vs. copper wire, whether to downsize from mainframe to RISC platforms, whether to standardize PC hardware County-wide);
Acts as a senior IT consultant, providing technical assistance as needed;
Provides consulting support for business process redesign activities, computer system development, network management, etc.;
Develops both strategic and tactical, County-wide information technology (IT) plans;
Studies, evaluates, plans and implements new IT research programs and techniques;
Conducts research, provides technical advice and responds to requests for technical information;
Evaluates technology alternatives in a business context, including cost-benefit and return on investment calculations, etc.;
Recommends technology solutions for County-wide infrastructure and project-specific purposes;
Coordinates the establishment of County-wide information technology architecture, policies and standards;
Projects future information technology growth and conducts capacity planning and requirements studies;
Identifies future training needs for IT professionals and for County staff needing information technology to accomplish their duties;
Remains current with technology, product and vendor developments in order to position the County as advantageously as possible for future technology change.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the theories of management information systems architecture planning and development;

Extensive knowledge of information systems analysis, design, construction, integration, operation, security and maintenance;
Extensive knowledge of computer hardware and software including mainframe, minicomputer and small system platforms;
Extensive knowledge of network (local and wide area) and telecommunication theory and equipment;
Knowledge of computer science and systems theory;
Knowledge of system integration and interfacing;
Knowledge of data administration and database administration;
Knowledge of technology protocols, standards, and associated processes;
Knowledge of IT contract management and project management;
Knowledge of IT quality standards and processes;
Ability to analyze complex technical data and draw sound conclusions;
Ability to organize, plan, and direct a variety of complex technical operations;
Ability to present ideas effectively, both orally and in writing;
Ability to maintain effective working relationships with associates, County officials and the public;
Ability to work with senior management to identify business opportunities and achieve success through effective employment of technology;
Ability to discuss complex technical issues, develop feasible alternatives, and explain options to senior management.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a Master's degree in information technology, computer science, telecommunications, or a related field; PLUS
Ten years of increasingly responsible experience in applying information technology to meet the needs of a government or business organization.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

ESTABLISHED: July 18, 1994